

Updates to the 2008 version of the State Record Book forms

Preface: Grammar edits & addition of paragraph explaining primary emphasis.

- Table of Contents renumbered.
- Introduction/Purpose:
 - Reformatted this section into new categories – “History”, “Purpose”, and “Youth Development”
 - Added three pages on justification & rationale – Youth Development
- Separated process and formatting into two separate sections.
- Process:
 - Added text regarding when/where record books may be required
 - Added a list of places signatures are required on forms to verify 4-H work
 - Special Accommodations: Included additional information and examples.
 - Interpretation: Included information on the roles of the Community Club Leader, County I & R Committees, County 4-H Office and State 4-H Office.
- Formatting:
 - Added text separating formatting requirements between a) average 4-H member completing a book at a club level and b) requirements for record book competitions.
 - Formatting for Record Book competitions:
 - Changed line space, font size, and margin requirements.
 - Allow three-ring binders
- Organization:
 - Added the term “Sections” for each 4-H Record Book component.
 - Simplified the overall page; moved detailed information to separate instruction pages for each section.

Section 1: Preliminary Information:

- Added detailed instructions for the title page, table of contents, State Judging Cover Page and County Check Sheet.

Section 2: Personal Development Report

- Moved the instructions in front of the form.
- Added instructions for including additional space on the forms, including inside versus outside 4-H activities, and including items from previous years.
- Form: Included space to record total activities for each category in each category’s box. Widened the date field in all of the boxes to fully accommodate long dates. Ensured the form had a 1 ½” left margin.
- Form: Included a line for grade in school
- All Categories: Added a purpose statement to each category.
- #2 Project Skill Activities: Added “knowledge contests” to the category instructions. Added two lines for members to record up to two outside of 4-H project learning activities.
- #3 Events Attended: Added text for multiple day events
- #4 Leadership Development: Added text for planned a 4-H group activity

- #5 Citizenship & Community Service: Allow re-occurring activities to be counted multiple times. Added text limiting when fundraising activities directly benefiting the 4-H member may be counted. Included approval in the activity description – activities must be planned, publicized and approved. No change to the numbers required for star ranks, but did remove the category requirement for a bronze star.
- #6 Communication Skills: Require presentations for a star rank. Added additional instructions for represented 4-H (in another way).
- #7 Honors and Recognition: Expanded the instructions to include additional examples.
- #8 Lifestyle Activities: Added examples of 4-H activities that count in this category.

Section 3: My 4-H Story

- Modified the outline suggestion into a bulleted list. Added additional prompts.

Section 4: Annual Project Reports

- Included a full page of detailed instructions. Allow a maximum of 4 pages.
- Added detail to recording All Star, Ambassador, or Exchanges as projects.
- Form: Included two boxes on the second page for 4-H members to list citizenship and leadership activities pertaining to their project.
- Moved the signature box to the end of the form.
- Shortened the box asking if they'd take the project again.

Junior/Teen Leadership Development Report

- Included a full page of detailed instructions. Allow a maximum of 6 pages.
- Included 2 pages of “planning” to be completed before the project or activity begins, and 2 pages of “report” to be completed after the project or activity conclude.
- Modified the title to be more inclusive of Leadership Development projects, in addition to the normal Junior and Teen Leadership activities.

Section 5: Collection of 4-H Work

- Included a full page of detailed instructions. Provided additional instructions for each item that may be included.

Section 6: Previous Year Summary Pages

- Added text separating formatting requirements between a) 4-H member completing a book at a club and county level and b) requirements for state record book competition. Only books entering the state competition must summarize previous years into three pages.

Evaluation

- Removed forms and tips sheets related to State Judging. These will be provided on the web in a separate document.
- Will be including multiple club/county evaluation templates on the website.

**2011 LOS ANGELES COUNTY
4-H PROJECT AWARDS (RECORD BOOKS)
IDENTIFICATION FORM AND CHECKLIST**

____ Junior (9-10 yrs old, and 4th grdrs)

____ Intermediate (11 - 13 years old)

____ Senior (14 years old & older)

NAME _____

PHONE (____) _____

BIRTH DATE ____/____/____ AGE ____
(age as of January 1, 2011)

GRADE IN SCHOOL _____ (2010-11)

ADDRESS _____ YRS in 4-H (include current year) _____

CITY _____ ZIP _____

CLUB _____

CLUB LEADER'S NAME _____ PHONE (____) _____

LIST PROJECTS in which you are enrolled and applying for awards:

1st _____ Years in Project _____

2nd _____ Years in Project _____

(See the back of Guidelines for submitting 4-H Member Records for a list of the project areas in which awards are available)

SPECIAL AWARDS

Current Junior/Teen Leaders only: Have you earned a gold Leadership Merit Award patch? ____ Junior ____ Teen ____
This year applying for ____ Junior (ages 11,12,13) ____ Teen (ages 14 & above) ____ Neither

Senior member only: (14 yrs. old by Jan. 1, 2011 or older) Senior Award of Excellence

This year applying for ____ Leadership ____ Community Service ____ Achievement ____ none
(if applying for more than one, indicate order of preference with 1 as first choice)

Senior members only: (14 yrs old or older by January 1, 2011) State Records Competition

I plan to submit my records to the State Competition: Yes ____ No ____

Please review my draft forms in Section 6: Yes ____ No ____

I need my record book returned early and an authorizing note follows this form: Yes ____ No ____

Books are due (you may choose)

Sept 13- A.V. Office by 4:00 pm

Sept 13- L.A. Office by 4:00 pm

Sept 14- to I&R Committee by 9:00 pm

(Noel Keller, Judylynn Pelling, Dee Keese or Carrie DeYoung)

County Awards Day

October 15, 2011

Location: LA County Office

** For your record book to be judged, an adult representative from your club must be present (9/17 or 9/24) for judging. **

ALL SIGNATURES ARE MANDATORY. All signatures subscribed on application certify that 4-H records are accurate, have been completed by 4-H member and that the community leader supports the member's application.

RECORDS MISSING SIGNATURES AND NOT USING THE 2008 STATE FORMS WILL NOT BE CONSIDERED FOR COUNTY MEDAL AWARDS OR SPECIAL AWARDS.

Member's Signature

Date

As Club Community Leader, I am verifying that this member is enrolled in the project(s) and that the records are accurate.

Your Community Leader's Signature

Date

Optional:

Please explain any special considerations that you want the judges to be aware of when reviewing these records.

Guardian/parent's signature _____ Date _____

Attach this form as the first page of the records.

(7/6/2011)

**Checklist
for contents of 4-H member records for
2011 Los Angeles County 4-H Project Awards**

Be sure to use the 2008 state record book forms for your 2010-11 4-H records.

4-H Records submitted in order as listed

Los Angeles County 4-H Project Awards Identification Form & Checklist – attach as the first page
Dividers are highly recommended. Do not decorate dividers.

Section 1

Title page (optional) Contains the member's name, club, county and program year (2010-11).

Table of Contents (optional)

Section 2 – PDR

4-H Personal Development Report (PDR) for 2010-11. No photos are included in this division. Use the new form.

Section 3 – My 4-H Story

4-H Story: "MY 4-H STORY". This 4-H story should cover **all your years in 4-H** with a focus on your current year's activities and experiences in project work, leadership, citizenship and life skills. Tell what you learned, what you would do differently, and how you feel about 4-H. Use up to six typed or handwritten pages (single sided). Use type no smaller than 12 characters per inch. Using a word processing program, use one standard typeface such as TIMES in a 12-point or larger. Expand on your 4-H and outside of 4-H experiences, leadership, citizenship, and community service in your projects/ activity. Emphasize goals set and accomplished and personal growth in 4-H and other experiences. Do not merely repeat information listed elsewhere in your records.

Section 4 – Projects

4-H Projects (One subdivision for each project 4-H member is enrolled in this year) Current year's 4-H project and/or activity records, including supplemental forms, as indicated below. When documenting your years in project, do not include your Primary Member work.

Annual Project Report forms must be included for each project, including leadership.

For each project, there can be one Expression page which could include a current project story and/or photos. There should be no extra pages of project photos here. If appropriate, a Junior and Team Leadership Development Report form follows the Expression Page.

Leadership Project: All project members, including Jr. and Teen Leaders, must include a completed Junior and Teen Leadership Development Report form along with an Annual Project Report form for the Leadership Project.

Animal Projects: Allowed supplemental animal/livestock records, i.e. Advanced Dairy and Livestock form, etc. for county judging only.

Section 5 – Collection of 4-H Work

Newspaper Clippings (Limited to 2 single-sided pages written by the 4-H member or about the 4-H member.)

4-H Flyers or Brochures (Limited to 2 pages which the member created or is featured. May be doubled-sided.)

4-H Letters (Limited to 2 single-sided pages written by the 4-H member or about the 4-H member.)

4-H Photographs (Limited to 5 pages, one sided. Photo paper may be used. Captions are encouraged. No photo shingling.)

Section 6 – Previous Years' Record – State Competition

2010 State project recognition application extra pages. (For Seniors only – optional)

Three pages to summarize previous years in 4-H: 1) project, 2) leadership and 3) citizenship.

If planning to submit your records to the state competition, please indicate that on the ID Record Book Form.

Section 7 – Past 4-H Records

Past 4-H records. For Los Angeles County judging only

VERIFICATIONS/SIGNATURES

All 4-H members are to check each division to verify all materials are included and information is complete and accurate. All signatures subscribed on the member records and Identification Form certify that 4-H records are accurate, have been completed by 4-H member, and that the community leader supports the member's application. **This ID form and PDR must be signed by the Club Community Leader.** The Annual Project Report must be signed by the Project Leader.

A Listing of 4-H Project areas available for awards is on back of Guidelines for Submitting 4-H Member Records.

(7/6/2011)

2011 LOS ANGELES COUNTY
4-H PROJECT AWARDS (RECORD BOOKS)
GUIDELINES FOR SUBMITTING 4-H MEMBER RECORDS

1. All age categories are as of January 1, 2011. Junior = **9-10** years old (and all **4th** graders)
Intermediate = **11-13** years old
Senior = **14** years and older
2. **Do not submit Primary records to County.** Primary 4-H member records are submitted to the project leader or club leader, optionally judged at district, per district decision.
3. All 4-H records submitted must be completed by the 4-H member.
4. Individuals must be enrolled in the project area in which applying for awards.
5. Select up to two projects in which you are enrolled and applying for awards.
(See the other side of this form for a list of the project areas available for awards.)
6. 4-H Records are judged only in categories (projects) listed on the 4-H Project Awards Identification Form & Checklist.
7. If senior applicant is not awarded County Winner in 1st choice, 2nd choice is judged for possible County Winner. If Junior or Intermediate applicant does not medal in 1st choice project, 2nd choice is judged for a possible medal. Choices are based on project area selected and indicated on the applicant's 4-H Project Awards Identification Form.
8. 4-H Records are to be submitted in an acco-type binder (4-H member binder available from National 4-H Supply). Use the new state record book forms.
9. The Checklist indicates the records to be submitted. Extra pages are ignored and not included in the judging. For example, if an 8-page story is submitted under MY 4-H STORY, only the first 6 pages would be read and included in the judging.
10. All signatures subscribed on Identification Form and project records certify that 4-H records are accurate, have been completed by 4-H member and that the community leader supports the member's application.
11. Required leader signatures on related records (Identification form, PDR and Annual Project Report Form) and using the new state forms are mandatory for consideration for County medal awards and special awards.
12. Records must be turned in to the LA or AV 4-H office or a member of the County Incentives and Recognition Committee by the County deadline to be judged. Late records are not accepted or judged.
13. It is the responsibility of the 4-H member to have the records turned in to the 4-H office or a member of the County Incentives and Recognition Committee (see below) by the County deadline.
14. Senior 4-H members (14 yrs. or older as of 1/1/2011) may request on the Identification Form that their 4-H records be reviewed for consideration for the L.A. County Senior 4-H Member Awards of Excellence in the areas of Achievement, Citizenship and Leadership. Only those who so indicate will be considered for the award. Only one of each award will be presented in a year. A Member may request to be considered in more than one award area, but cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.
15. Current Teen and Junior Leaders may request on the Identification Form that their 4-H records be reviewed for consideration for a Junior/Teen Leadership Merit Award. A completed Junior and Teen Leadership Development Report for 2010-2011 and an Annual Project Report for leadership must be included in the records for consideration for this award. A Member may earn this award once as a Junior Leader (ages 11, 12, 13) and once as a Teen Leader (ages 14 and above).
16. If eligible, a 4-H member may request to be considered for both a Leadership Merit Award and a Senior Award of Excellence in the same year. The leadership and senior awards are independent of each other.
17. The judges' decision is final.

Books are due (you may choose)

Sept 13- A.V. Office by 4:00 pm

Sept 13- L.A. Office by 4:00 pm

Sept 14- To I&R Committee by 9:00 pm

County Awards Day

October 15, 2011

Location: LA County Office

(Noel Keller, Judylynn Pelling, Dee Keese or Carrie DeYoung)

(7/6/2011)

4-H Project areas in which awards are available

Citizenship

Citizenship
Domestic Exchanges
Economics & Marketing
Global Education
International Exchanges
Service Learning
Arts & Crafts
Calligraphy
Ceramics & Clay Arts
Communications
Cultural Arts
Dance
Drama & Theater Arts
Graphic Arts
Hobbies
Leathercraft
Music & Instruments
Photography
Public Speaking
Scrapbooking
Sign Language
Community Pride & Community Service
All Star Leadership
Beginning 4-H
Career Exploration
Group-Determined
Hi 4-H
Leadership Development
Primary Members (Mini Member & Cloverbud)
Record Keeping
Self-Determined

Healthy Lifestyles

Baking and Breadmaking
Cake Decorating
Foods
Foods - Beginning
Foods - Dairy
Foods - International
Foods - Nutrition
Foods - Preservation
Health and Physical Fitness
Sports
CPR & First Aid
Emergency Preparation & Management
Safety

Science, Engineering and Technology

Ag in the Classroom
Alpacas
Animal Husbandry
Bees
Birds
Birds - Emu & Ostrich
Birds - Exotic
Birds - Poultry
Birds - Turkey
Cats
Cattle
Cattle - Beef
Cattle - Dairy
Cavies
Dog
Goats
Goats Angora
Goats Dairy
Goats Meat
Goats Nigerian
Goats Pack
Goats Pygmy
Guide Dogs and Service Animals
Equine - Horse & Ponies
Livestock Judging
Llamas
Pets and Small Animals
Rabbits
Reptiles
Sheep
Sheep Breeding
Sheep Market
Swine
Swine Breeding
Swine Market
Therapeutic Animals
Embryology
Entomology
Marine Biology
Veterinary Science
Zoology
Child Development and Care
Clothing & Textiles
Consumer Education
Fashion Revue
Fiber Arts
Flower Arranging

Home & Personal Management
Home Arts & Furnishings
Quilting
Table Setting
4-H Camping (Overnight)
Astronomy
Climatology
Environmental Stewardship
Fishing and Fly Tying
Forestry
Oceanography
Outdoor Adventure
Science Literacy
Soil & Water Conservation
Wildlife
Energy Management
Geology
Field Crops and Management
Fruits, Nuts and Berries
Indoor and Mini Gardens
Junior Master Gardener
Ornamental Horticulture
Sugarbeets
Vegetable Gardens and Crops
Aerospace & Rocketry
ATV & Dirt Biking
Automotive
Bicycles
Website Design
Computers & Internet
Construction & Building
Electricity & Electronics
Farm Machinery
General Engineering
GIS/GPS
Metal Working
Robotics
Shooting Sports - Archery
Shooting Sports - Hunting
Shooting Sports - Muzzle Loading
Shooting Sports - Pistol
Shooting Sports - Rifle
Shooting Sports - Shotgun
Small Engines
Video Production
Woodworking

Senior 4-H Member Awards of Excellence

Senior 4-H members (14 yrs. or older as of 1/1/2011) may request that their 4-H records be reviewed for consideration for the 2010 L.A. County Senior 4-H Member Awards of Excellence in the areas of Achievement, Community Service and Leadership. Signatures are mandatory for award consideration. Only one of each award will be presented in a year. A Member cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.

Junior/Teen Leadership Merit Award

Current Teen and Junior Leaders may request that their 4-H records be reviewed for consideration for a Junior/Teen Leadership Merit Award. The records must include a completed **Junior and Teen Leadership Report** and an **Annual Project Report** for Leadership for 2010-2011. Use the new state forms. Signatures are mandatory for award consideration. A Member may earn this award once as a Junior Leader (ages 11, 12, 13) and once as a Teen Leader (ages 14 and above)

(7/6/2010)